

DANCE HALL LICENSE REQUIREMENTS

CHECKLIST FOR DANCE HALLS:

- ___ 1. PERMIT FROM THE STATE FIRE MARSHAL FOR THE VENUE SELECTED – ANNUAL OR EVENT – 232-2318. THE PERMIT MUST BE SUBMITTED TO THE STATE FIRE MARSHAL'S OFFICE – SEE APPLICATION ENCLOSED.
- ___ 2. OWNER MUST BE FINGERPRINTED. BRING A \$32.25 MONEY ORDER PAYABLE TO THE INDIANA STATE POLICE FOR FEDERAL BACKGROUND CHECK; \$10.00 CASH FOR THE INDIANAPOLIS METROPOLITAN POLICE DEPARTMENT MARION COUNTY CHECK.
- ___ 3. INSURANCE POLICY WHICH NAMES THE CITY OF INDIANAPOLIS AS AN ADDITIONAL INSURED PARTY – THE LIMITS OF LIABILITY REQUIRED ARE \$1,000,000 PER OCCURRENCE.
- ___ 4. INCLUDE A **CHECK PAYABLE TO THE OFFICE OF FINANCE AND MANAGEMENT** FOR THE FOLLOWING FEES:

LICENSE FEE: \$85.00 FOR ANNUAL LICENSE **OR**
\$75.00 FOR ONE NIGHT

\$85.00 - BUILDING INSPECTION FEE (Note: \$85.00 covers the initial inspection and a re-inspection as long as the 1st re-inspection brings your building into compliance. Otherwise, you will be charged \$125.00 for each inspection necessary.)

\$84.00 - FIRE INSPECTION FEE (Note: \$84.00 covers the initial inspection and first re-inspection, if necessary. The fee for each subsequent re-inspection is \$80.00.)

THE ANNUAL LICENSE EXPIRES DECEMBER 31 EACH YEAR.
THE ONE-NIGHT LICENSE EXPIRES AT MIDNIGHT ON THE DAY OF THE DANCE.